

MCC/Curriculum Technical Review Checklist

Quick Reference



Proposal type	✓	What to check
New or modified program		Contact college dean's office for resource and demand review
All		Correct form is used
All		Routing questions are answered correctly
Course or program modification		"Type of change" question answered correctly
All		"Concise summary of change" box explains <i>what</i> the proposed change is; "Describe rationale for action/change" explains <i>why</i> the proposed change is needed
Program modification		"Concise summary of change" to see if admissions was previously suspended. If so, check with registrar's office.
Course modification or deactivation		Impact report is copy/pasted
Course or program modification		Tracked changes work
Program modification		Prospective Curriculum tracked changes work
New or modified graduate and undergraduate courses that are crosslisted		Cross listing of no more than one level (i.e. 400/500) Distinct expectations for undergraduate versus graduate (assignments, additional work, grading scale)
All		Attachments open
New or modified undergraduate major		Degree map is attached
Graduate program modification		Side-by-side comparison of the curriculum is attached
New or modified course		Syllabus follows CSU Syllabi Template
New or modified Core course		Syllabus includes the provided Core Curriculum statement for chosen core curriculum requirement and (if applicable) pathway
All		"Associated Proposals" area has related proposals listed

Updated: 11/7/2024